

INFORMATION BULLETIN

WELFARE-TO-WORK

Employment Development Department

Number: WB99-1

Date: January 14, 1999

Expiration Date: 6/30/99

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TO: SERVICE DELIVERY AREA ADMINISTRATORS
PRIVATE INDUSTRY COUNCIL CHAIRPERSONS
WELFARE-TO-WORK 15 PERCENT SUBGRANTEES
COUNTY WELFARE DIRECTORS
CALIFORNIA DEPARTMENT OF SOCIAL SERVICES STAFF
EDD EXECUTIVE STAFF
WORKFORCE DEVELOPMENT BRANCH STAFF

SUBJECT: DECEMBER 1998 WtW QUARTERLY REPORTING REQUIREMENTS

The purpose of this information bulletin is to provide information regarding quarterly reporting requirements for the period ending December 31, 1998. All expenditure and participant summary reports for the Welfare-to-Work (WtW) program are due to the Job Training Partnership Division by January 25, 1999.

Information Bulletin WB98-16 provides detailed line item instructions for completing both expenditure and participant summary report forms. The WtW expenditure report and participant summary report are now available on Job Training Automation (JTA). The JTA users guide for WtW expenditure reporting and the transferring of participant summary reports has been developed and will be released shortly.

The WtW expenditure report may be entered by accessing the stateside JTA using the same menu you currently use to request cash drawdowns. For this reporting quarter, those with JTA access are to enter the WtW expenditure data on-line. However, If you do not have on-line access, you will need to report manually. Please fax the completed WtW report form to the attention of Leah Pears of the Financial Management Unit at (916) 654-9586.

For JTA users, the participant summary report should be transferred electronically using the Print Welfare-to-Work Participant Report (PWPR) function. Note that a transfer file will be created only for individual reports, not summary reports. (Enter "I" not "S" on the PWPR option screen). Non-JTA users need to manually complete the summary report. Please fax the completed participant summary form to Karen Yuke of the Data Analysis Unit at (916) 654-9586.

If you have any questions regarding expenditure reporting, please contact Ms. Pears in the Financial Management Unit at (916) 654-8295 and for participant reporting, Ms. Yuke at (916) 654-7585.

/S/ BILL BURKE
Assistant Deputy Director